# EPA Brownfield Grant Writing

Fall 2016

What we will cover

- Introductions and Timeline
- Overview of Types of Grants
- Proposal Writing Tips
    - Changes to the Guidelines
- Overview of Threshold Criteria
- Overview of Ranking Criteria
- Community Need
- Project Description & Feasibility of Success
- Community Engagement & Partnerships
- Project Benefits
- Programmatic Capability & Past Performance
- Contacts

Do you have these in your community?
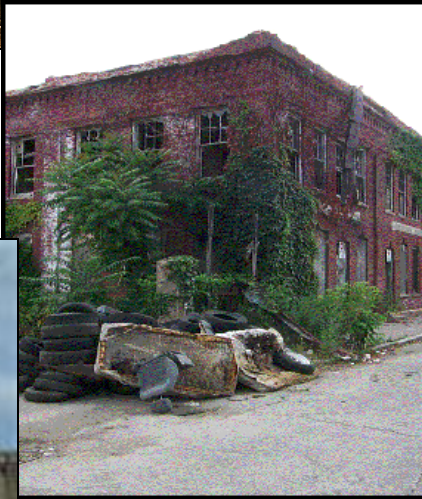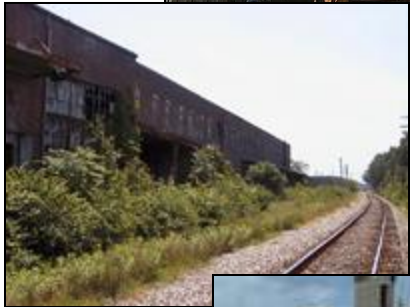
Brownfields

Properties that are abandoned or underutilized due to real or perceived contamination including:

- Former gas stations
- Dry cleaning establishments
- Abandoned factories
- Mine-scarred lands
- Old schools and hospitals
- Meth labs
- Scrap yards
- Landfills
- And many more………….

Why Redevelop

- Revive downtown & bring people back

- Chances for employment and small business

- Improve health and safety

- The domino effect

- Community pride

- Chance to take care of environmental issues-

stormwater, water quality and energy

If You Have Properties, What Do You Do?

- Inventory-Although you should have a good idea of sites before you apply
- Determine which have the most potential or if there is an end use for a particular property
- **Assess before you buy or take ownership** (even if a gift)- part of federal and state liability/risk management and makes you eligible for grants
  - Have a shelf life but can be updated
  - Not a confirmation of contamination
- Determine what type of cleanup is needed based on end use
- Get funding for redevelopment and match with other funding sources. Brownfields are not the silver bullet of funding.
- Work with the cabinet on the cleanup to get a closure letter
- Redevelop according to cleanup plan and deed restrictions

Ky BF Program Services

- Grant-writing assistance- workshops, grant review and grant review party
- Free assessment services
- Liability management guidance
- Information and project assistance
- Funding identification
- Help carrying out grant
- Revolving Loan Fund- Grant and Loans
- Project oversight through Superfund Group

Why Brownfield Grant

- Seed money for a redevelopment program
- Can be part of an incentives package
- Make sites ready for redevelopment
- In the case of company closings, you can immediately assess property risks instead of it being idle for years.
- Protect human health and the environment
- Mitigate stormwater issues, alternative energy production, urban gardens

Is This Grant Right For Us?

- Do we have a goal??
- Do we have the people and resources to carry out a project?
- Does the community support the effort?
- Are we willing to put in the effort?
- Think about these questions as we proceed today. Not now…..maybe later.
- Successful project=more federal brownfield funding

Grant Writing for Brownfields

Our purpose

- The purpose of this training is to assist applicants with understanding the Assessment and Cleanup Grant Guidelines.
- **Should any information provided in the following slides or by the presenters differ from the Guidelines, the language written in the Guidelines prevail.**
- **This presentation is based on previous guidance.**

Timeline for grants

- **Announcement soon with applications due Dec. 20th**
- April –May 2017: Selections announced
- June –July 2017: Work plans and grant paperwork submitted
- July –Oct 2017: Grants awarded/funds available

Types of Grants

	Assessment	Cleanup
Applicant Eligibility (see full list in Section III.A)	Government, Quasi Government, Regional Council, Tribes	Government, Quasi Government, Regional Councils, Tribes, Non profits
Amount of funding available	• Up to $400,000 for Community-wide • Up to $200,000 or up to $350,000 for Site-Specific • Up to $600,000 for a Coalition- 3 eligible entities	• Up to $200,000 per site • Up to 3 sites totaling $600,000
Cost share requirement	n/a	20% cost share
Period of performance	3 years	3 years
Common eligible grant activities	inventory, characterize and assess sites, reuse planning, cleanup planning, and community engagement	cleanup, reuse planning and community engagement
Notes:	**Applicants who received an assessment grant last year are eligible to apply for assessment funds this year**	

May be capped at $300k this year.

Have been funding at $500k

Coalition Grants

- If you are applying as a coalition identify:
- who will be part of the coalition,
- who will be the lead coalition member,
- who manage the cooperative agreement,
- who will be members, and
- what each coalition member's role will be.

Once all that is determined, document your agreement through a memorandum of understanding/agreement.

2015 By the Numbers

Year	Number of Communities			# Grants**	$ in Millions
	Awarded	Applied	%		
2016	131	423	31	218	55.2
2015	147	449	33	243	54.3
2014	171	491	35	267	64

- Fewer awards, but last year was an RLF year.
- This round in an non-RLF round, so if you applied for cleanup or assessment last year and failed, you chances are better this year.
- They are scaling back on assessment awards in order to fund more grants.
- There will still be money for RLFs this year, but only for existing funds.

Changes from last year???

- Language should stay the same for the most part, however public health and welfare will be split out to allow for better description of impacts to each
- Letter from state is no longer threshold criteria
- Funding limit change noted above

First, prepare for the task

- Review grant guidance
  - This presentation is based on FY 16 grant guidance. FY 17 may have changes. Our program will let you know the changes.
- Get copies of successful grants (our website)
- Seek mentoring from grantees
- Contact the state for a letter of support. This is required and we can help along the way.
- Subject to intergovernmental review- Clearing House

Get Started Early

https://www.epa.gov/brownfields/getting-started-early-your-fy17-brownfields-assessment-or-cleanup-grant-proposal

Grant Tip PowerPoint

http://dca.ky.gov/brownfields/General%20Grant%20Writing%20Resources/BFGrantApplicationTips.pdf

Proposal Content Tips

- Read entire RFP! There are different guidelines for each grant type.
- Write as though the reader knows **NOTHING** about your community.
- Address ALL criteria – address anything that describe, provide, address, etc.
- Make sure you address items before and after an "and." Sometimes people miss this.
- If a criterion doesn't apply, state that and explain why.

Proposal Content

- Transmittal Letter- 2 pages

- Regional Priorities and Other Factor Checklist

- Narrative-15 pages

- Required Attachments
  - Limit attachments to required/relevant documents and letters (i.e., documentation of threshold criteria, state letter, commitment letters from community organizations, etc.)
  - 1" margins; 12 pt font; no binders; no maps.

Appendix 3
Other Factors Checklist

Name of Applicant: _____

Please identify (with an X) which, if any of the below items apply to your community or your project as described in your proposal. To be considered for an Other Factor, you must include the page number where each applicable factor is discussed in your proposal. EPA will verify these disclosures prior to selection and may consider this information during the selection process. If this information is not clearly discussed in your narrative proposal or in any other attachments, it will not be considered during the selection process.

Other Factor	Page #
Community population is 10,000 or less.	
Federally recognized Indian tribe.	
United States territory.	
Applicant will assist a Tribe or territory.	
Targeted brownfield sites are impacted by mine-scarred land.	
Targeted brownfield sites are contaminated with controlled substances.	
Recent natural disaster(s) (2006 or later) occurred within community, causing significant community economic and environmental distress.	
Project is primarily focusing on Phase II assessments.	
Applicant demonstrates firm leveraging commitments for facilitating brownfield project completion by identifying amounts and contributors of funding in the proposal and have included documentation.	
Community experienced manufacturing plant/power plant closure(s) (2008 or later) tied to the targeted brownfield sites or project area, including communities experiencing auto plant/power plant closures due to bankruptcy or economic disruptions.	
Recent (2008 or later) significant economic disruption (unrelated to a natural disaster or manufacturing/auto plant/power plant closure) has occurred within community, resulting in a significant percentage loss of community jobs and tax base.	
Applicant is one of the 12 recipients, or a core partner/implementation strategy party, of a "manufacturing community" designation provided by the Economic Development Administration (EDA) under the Investing in Manufacturing Communities Partnership (IMCP). To be considered, **applicants must clearly demonstrate in the proposal the nexus between their IMCP designation and the Brownfield activities. Additionally, applicants must attach documentation** which demonstrate either designation as one of the 12 recipients, or relevant pages from a recipient's IMCP proposal which lists/describes the core partners and implementation strategy parties. A core partner/implementation strategy party is a local partner organization/jurisdiction that will carry out the proposed strategy, as demonstrated in letters of commitment or memoranda of understanding which documents their contributions, roles, and responsibilities to the partnership. EDA may provide to	

Submittal Instructions

- Grants.gov only

- Start grants.gov account process EARLY!!! Take up to 2-3 weeks to get an account.

- New to Grants.gov-Look at Applicant Tools and Tips

- Obtain your organization's DUNS number and register in www.sam.gov (System for Award Management) now.

- If you are already registered, make sure your account is still active. It must be renewed annually by the E-Business Point of Contact (E-BIZ POC).

- After submission you should receive e-mail verifying submission and that the awarding agency has retrieved your document.
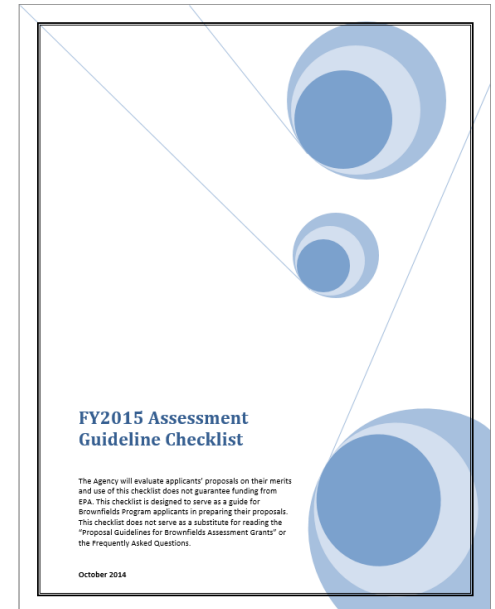
Submittal Instructions

- EPA will verify the Data Universal Number System (DUNS) number listed on the application is the correct DUNS number for the applicant's organization. If the correct DUNS number is not included on the application, the application may be deemed ineligible.

Tools

- [EPA's Cleanups in My Community](#)- map cleanups by program
  - Identified brownfield sites
  - Manufacturing and industrial facilities (think industrial facilities that are in target areas because of historical land use or NIMBY)
  - Impaired Waters
- [Leveraging Guide](#) from EPA's Brownfield Program

Proposal Writing

- EPA Brownfield Website: https://www.epa.gov/brownfields/types-brownfields-grant-funding

- –Frequently Asked Questions (FAQs)

  –Grant Guidelines Checklist

  –Getting Started Early on Preparing Your Assessment/Cleanup Proposal document

FY2015 Assessment Guideline Checklist

The Agency will evaluate applicants' proposals on their merits and use of this checklist does not guarantee funding from EPA. This checklist is designed to serve as a guide for Brownfields Program applicants in preparing their proposals. This checklist does not serve as a substitute for reading the "Proposal Guidelines for Brownfields Assessment Grants" or the Frequently Asked Questions.

October 2014

Technical Assistance to Brownfields (TAB) Contacts

Technical Assistance to Brownfields (TAB)-
[New Jersey Institute of Technology](#)
Serves EPA Regions 1, 3 and 4

- Grant assistance
- Technical assistance
- Help manage projects
- Training and education

TABEZ: A Grant Writing Tool

- Free tool to assist in preparing assessment & cleanup grant applications
- User friendly and accessed anytime at the user's own pace
- Integrates Brownfield education with online support: definitions, regulatory citations and pertinent federal/state web links
- Helpful hints & support for every criteria
- Go to www.tabez.org and click on Online Tools and "TAB EZ". Register and you are on your way.
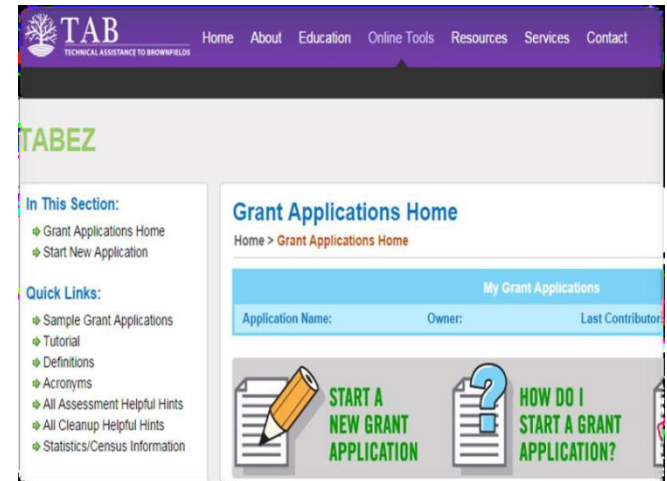
EJ Screen

- **Environmental Justice-** fair treatment and meaningful involvement of all people regardless of race, color, national origin or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies.

- Urban and rural problem.

EJ Screen

- [Environmental justice mapping and screening tool](#)
  - Choose a geographic area
  - Provides demographic (age, low-income, minority) and environmental (particulate matter, lead, ozone) indicators as well as EJ indexes
  - Provides info on how to interpret that data and where the data comes from
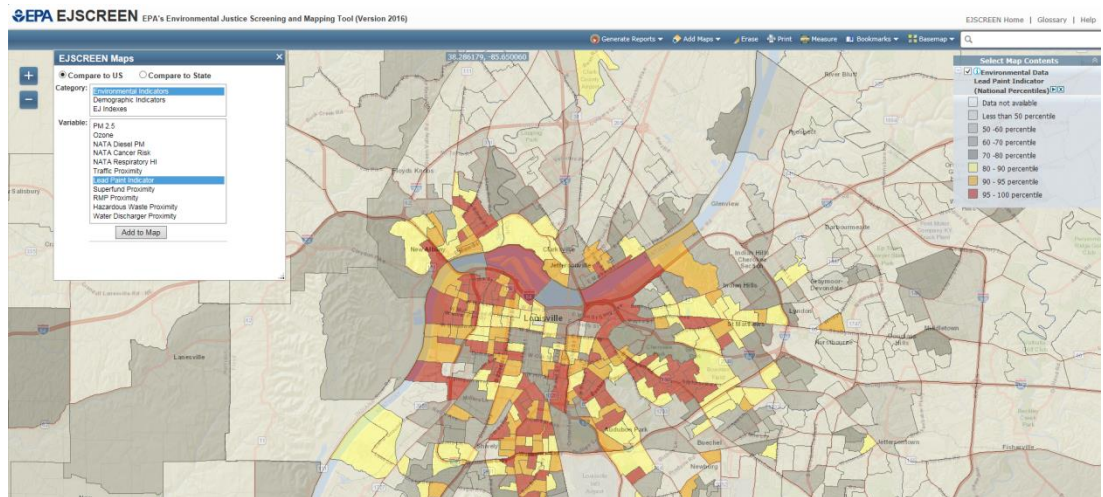
Toxics Info

- Agency for Toxic Substances & Disease Registry- Toxic Substance Portal
  - Provides information on common contaminants and health issues associated with them

Threshold Criteria Overview

Threshold is Pass/Fail

	Assessment	Cleanup
Applicant Eligibility (see full list in Section III.A)	Government, Quasi Government, Regional Council, Tribes	Government, Quasi Government, Regional Councils, Tribes, Non profits
Acknowledgement from the State/Tribal Authority	Applicants must include letter from the State or Tribal Environmental Authority	Applicants must include letter from the State or Tribal Environmental Authority
Site Eligibility and Property Ownership Eligibility	Applies to site-specific assessment applicants	**Applicants must own site by date of application**
Cleanup Authority and Oversight Structure	N/A	Applicants must describe their cleanup authority and oversight structure
Cost share requirement	N/A	20% cost share
Community involvement/notification	Applicants must discuss how they intend to inform and involve the community	**Community notification must occur at least 2 weeks prior to submission and no later than date in guidance**
Other required attachments	Letters from coalition members in which they agree to be a part of the coalition.	Draft Analysis of Brownfields Cleanup Alternatives (ABCA)

Letter from State or Tribal Authority

- Include a CURRENT letter **acknowledging your specific proposal** and your plans to apply for grant to conduct/oversee assessment and/or cleanup activities.

- Don't substitute a letter from someone else

- Don't use last years letter

- Amanda.lefevre@ky.gov or herb.petitjean@ky.gov can provide a letter

Site Eligibility- Site Specific and Cleanup- different sets of questions for each

- Sites NOT eligible for funding include:
- Sites proposed or listed on the National Priorities List (Superfund)
- Facilities subject to orders under CERCLA
- Facilities that are subject to the jurisdiction, custody or control of the US government (except land held in trust for Indian Tribes)
- Sites subject to RCRA Corrective Action

Site Eligibility- Site Specific Assessment and Cleanup

Hazardous Substance Sites

- Sites contaminated with hazardous substances, contaminants, pollutants, controlled substances, and mine scarred land wastes.
- EPA will determine if site is eligible based on applicants' responses to criteria.

Co-mingled Sites

- Sites with both types of contamination are considered Hazardous Substance sites.

Petroleum Sites

- State or EPA will determine if site is eligible
- EPA will determine eligibility for Tribes
- Petroleum Eligibility Letter - attach to application

Site Eligibility- Hazardous Substance
Applicants can't be responsible for contamination!!!

Basic site eligibility info-
- site status, operational history, current uses, etc., not subject to CERCLA, assessments have been performed, enforcement actions

Liability and Defenses/Protections
- **How was it acquired?**
  - Did purchase include due diligence (all appropriate inquiry/Phase I)?
  - Tax foreclosure, abandonment, or other government proceeding?
  - Who owned it before, outline how you have no connections to the former owner

- **Contribution toward hazardous waste disposal-**
  - If applicant, in most cases the site is not eligible.
  - Confirm that you didn't cause or contribute to the mess

- **Continuing Obligations: What happened on the property after acquisition?**
  - Did you take appropriate steps to stop any continuing releases, prevent further releases and limit exposure to and substances on the site
  - Confirm that you will comply with all land use restrictions, assist those doing cleanup, comply with info requests, etc.
    Applicant must not be responsible for contamination.

Site Eligibility Petroleum sites
(site specific assessment and cleanup)

- ## Must be low risk
  - –Is the site relatively low risk?
- ## Owners must not be responsible for contamination
  - –Who are the current and previous owners?
  - –Did the current or previous owner cause contamination?
- ## If current or previous owner is responsible…
  - –Are they financially viable?

Cleanup Authority and Oversight Structure (Cleanup)

- Cleanup Oversight
  - Describe oversight plan
  - Indicate whether or not you plan to enroll in state cleanup voluntary program. If not enrolling, describe how you will provide or acquire the necessary technical expertise to conduct and oversee the cleanup.

- Property(s) Access Plan
  - Plan to obtain access to adjacent properties, if needed

Cost Share (Cleanup, RLF)

- 20% Match Required
  - Match can be contribution of money, labor, materials, or services from a non-federal source
    - Only for an eligible & allowable expense
    - HUD CDBG funds can be used as match

  - Hardship Waivers can be requested
    - Approved on a very limited basis
    - Must provide explanation as an attachment (see Section III.C.5.a.ii for guidance)

Community Involvement (assessment)

Community involvement efforts can be implemented using existing meetings.

Applicants must:

- identify how they "**intend** to inform and involve the community and other stakeholders."

- tie this to their "Plan for Involving Targeted Community & Other Stakeholders" and "Communicating Project Progress" in Section V.B.3.a.

Note: If applicant is also applying for cleanup funding, the Assessment Community Involvement threshold criterion can be satisfied by using the Cleanup Community Notification process.

Community Notification (Cleanup)

- Provide an opportunity for the community to submit comments on your proposal and the draft Analysis of Brownfields Cleanup Alternatives (ABCA).
- Place an ad (or equivalent) about intent to apply and notice of a public meeting.
- Notify the community at least **2 weeks prior to submission and no later than the date specified in guidance (Dec. 4, 2015 in FY 16 guidance).**
- Include in ad:
    - Date, time and location of meeting, and request for comments
    - Where proposal and draft ABCA are located (e.g. town hall library, website, etc.)
    - How the public can submit comments

- Host public meeting prior to proposal submission.

Ranking Criteria
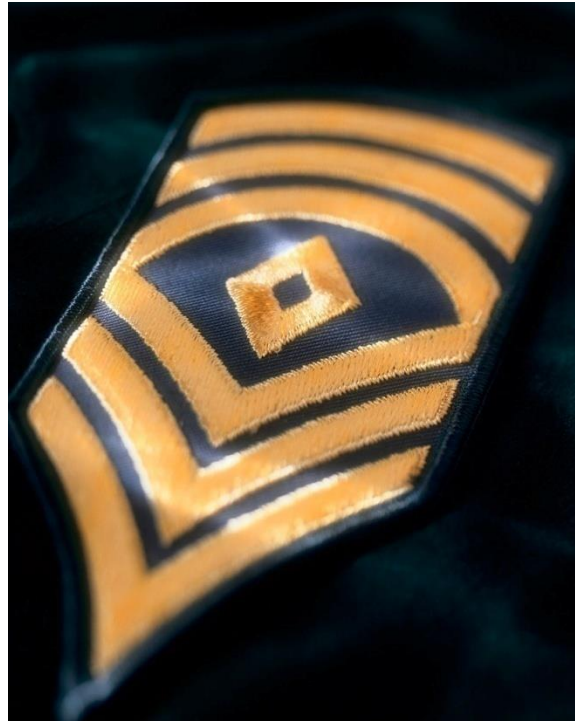
Ranking Criteria

- Proposal must have passed Threshold Criteria to be considered for review and be "ranked".

- **5 Ranking Criteria Section**s
  1. Community Need
  2. Project Description & Feasibility of Success
  3. Community Engagement & Partnerships
  4. Project Benefits
  5. Programmatic Capability/Past Performance (although reviewed as threshold on regional level)

- Each criterion is made up of sub-criteria
  – Answer each individually and enumerate each sub-criterion
  – Sub-criteria may be different per grant type and point totals vary

Ranking Criteria Point Distribution

	Grant Type		Assess	Cleanup
	Total Points		200	105
Criteria 1	**Community Need**		**50**	**20**
Sub-Criteria 1.a	**Targeted Community and Brownfields**		**25**	**8**
Sub-Criteria 1.a.i	Targeted Community		5	
Sub-Criteria 1.a.ii	Demographic Information		5	
Sub-Criteria 1.a.iii	Brownfields		5	
Sub-Criteria 1.a.iv	Cumulative Environmental Issues		10	
Sub-Criteria 1.b	**Impacts on Targeted Community**		**10**	**5**
Sub-Criteria 1.c	**Financial Need**		**15**	**7**
Sub-Criteria 1.c.i	Economic Conditions		5	3
Sub-Criteria 1.c.ii	Economic Effects of Brownfields		10	4
Criteria 2	**Program/Project Description [and Feasibility of Succes**		**50**	**30**
Sub-Criteria 2.a	**Project Description**		**25**	**15**
	Assessment	Cleanup		
Sub-Criteria 2.a.i	Project Description	Existing Conditions	15	5
Sub-Criteria 2.a.ii	Project Timing	Proposed Cleanup Plan	5	10
Sub-Criteria 2.a.iii	Site Selection		5	
Sub-Criteria 2.b	**Task Description and Budget Table**		**20**	**10**
Sub-Criteria 2.b.i	Task Description		15	
Sub-Criteria 2.b.ii	Budget Table		5	
Sub-Criteria 2.c	**Ability to Leverage**		**5**	**5**
Criteria 3	**Community Engagement & Partnerships**		**35**	**15**
Sub-Criteria 3.a	**Plan for Involving Targeted Community & Other Stakel**		**15**	**5**
Sub-Criteria 3.a.i	Plan for Involvement		10	
Sub-Criteria 3.a.ii	Plan for Communicating progress		5	
Sub-Criteria 3.b	**Partnerships with Government Agencies**		**10**	**5**
Sub-Criteria 3.b.i	Local/State/Tribal Authority		5	
Sub-Criteria 3.b.ii	Other Relevant Governmental Agencies		5	
Sub-Criteria 3.c	**Partnerships with Community Organizations**		**10**	**5**
Sub-Criteria 3.c.i	Description of Community Orgs.		5	
Sub-Criteria 3.c.ii	Commitment Letters		5	

Ranking Criteria Point Distribution (cont'd)

Criteria 4	Project/Program Benefits	25	20
Sub-Criteria 4.a	Health and/or Welfare, and Environment	10	10
Sub-Criteria 4.a.i	Health and/or Welfare Benefits	5	5
Sub-Criteria 4.a.ii	Environmental Benefits	5	5
Sub-Criteria 4.b	Environmental Benefits from Infrastructure Reuse/Sus	8	5
Sub-Criteria 4.b.i	Planning, Policies, or Other Tools	5	2
Sub-Criteria 4.b.ii	Integrating Equitable Development or Livability Princip	3	3
Sub-Criteria 4.c	Economic and Community Benefits	7	5
Sub-Criteria 4.c.i	Economic or Other Benefits	5	3
Sub-Criteria 4.c.ii	Job Creation Potential/Local Hiring/Procurement	2	2
Criteria 5	Programmatic Capability and Past Performance	40	20
Sub-Criteria 5.a	Programmatic Capability	28	12
Sub-Criteria 5.b	Audit Findings	2	2
Sub-Criteria 5.c	Past Performance and Accomplishments	10	6
Sub-Criteria 5.c.i	Compliance with Requirements	5	3
Sub-Criteria 5.c.ii	Accomplishments	5	3

- 200 points for Assessment
- 105 points for Cleanup

Link Your Story Together

- **Community Need**

  –Here are the sites and the brownfield related issues in my targeted community and who I'm trying to help with this grant.

- **Project Description & Feasibility of Success**

  –Here's my step-by-step plan to address the brownfield site/sites causing the issues in my community, what I'm going to spend the money on, and where I'm going to get the rest of money to get to redevelopment.

- **Community Engagement & Partnerships**

  –Here's my step-by-step plan for how my partners and I will engage the community in this project and involve them in the decisions being made about the sites that impact them.

- **Project Benefits**

  –Here are the anticipated outcomes and how my targeted community will benefit (health, welfare, economic and non-economic) from redeveloping the brownfields sites.
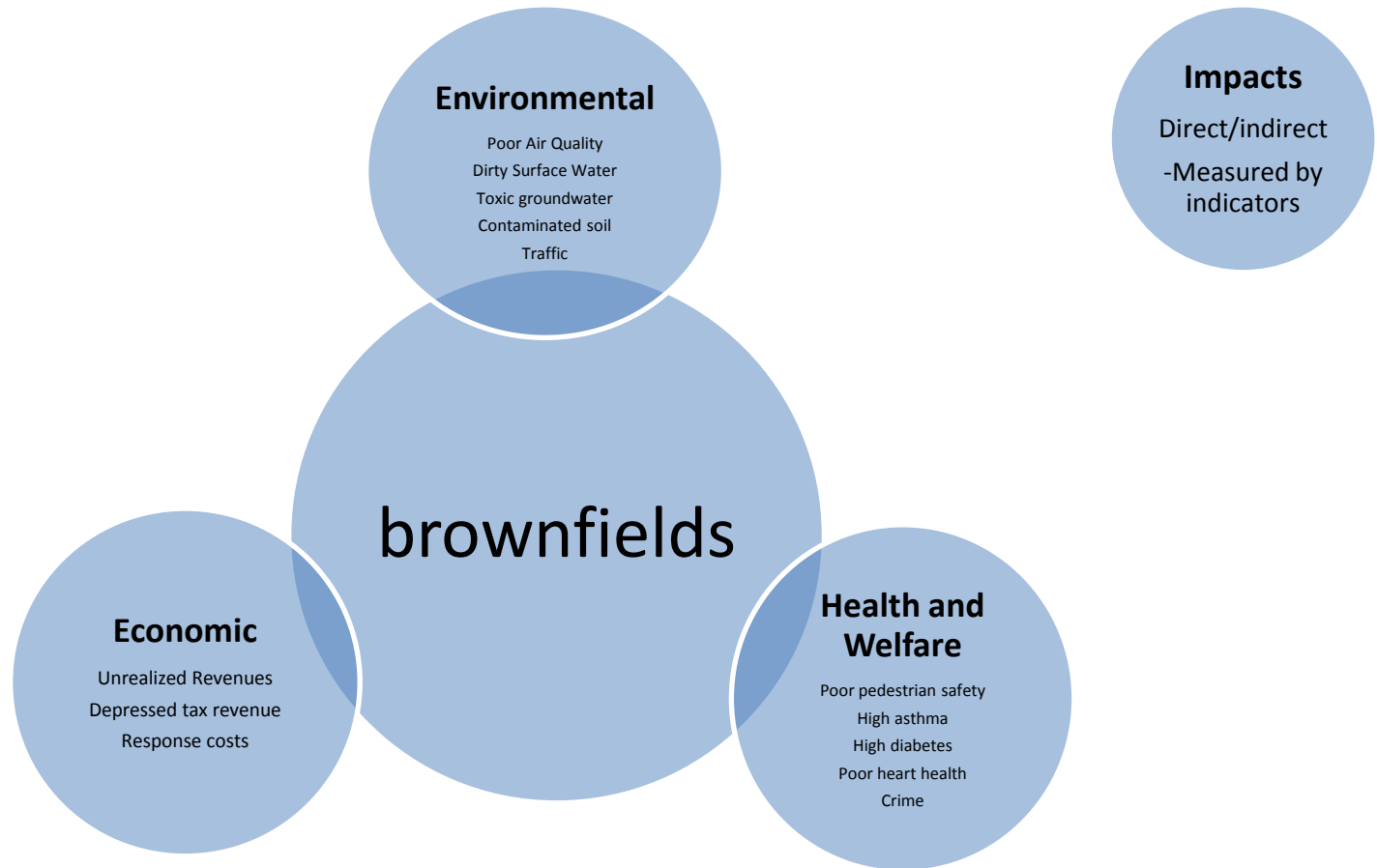
- **Programmatic Capability**

  –Here is my demonstrated ability to successfully manage the grant and produce the measurable results discussed in the proposal.

Community Need

Telling the story- what's there and how do sites impact my community?

Environmental

Poor Air Quality
Dirty Surface Water
Toxic groundwater
Contaminated soil
Traffic

Impacts

Direct/indirect

-Measured by indicators

brownfields

Economic

Unrealized Revenues
Depressed tax revenue
Response costs

Health and Welfare

Poor pedestrian safety
High asthma
High diabetes
Poor heart health
Crime

Telling the story-how will addressing the sites I described impact my community.

Environmental

Improved Air Quality
Clean Surface Water
Safe groundwater
Healthy soil
Less congestion

Outcomes

Direct/indirect

brownfields

Economic

New Revenues
tax increment
Lowered Response costs

Health and Welfare

Pedestrian friendly
Lower asthma
Lower diabetes
Good heart health
Less crime and better public safety
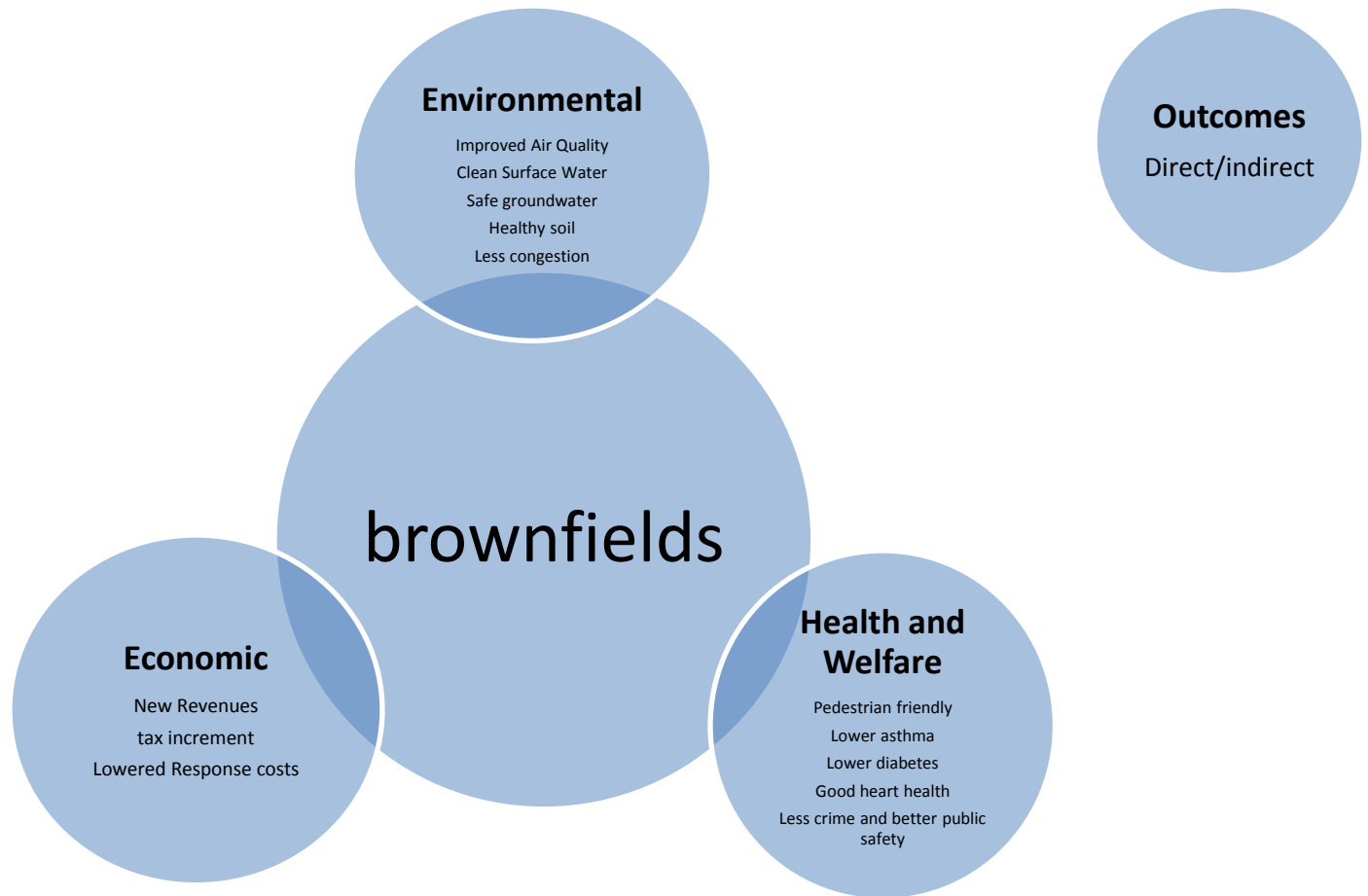
1. Community Need

Targeted Community and Brownfields

Clearly Identify Your Target Community!!!!

- Provide information on your city, town, or geographic area to provide context of brownfield challenges and the demographics of the targeted community.

- Use the required sample table format to provide demographic information (link to info sources included).

Description of Brownfields-

- Describe the brownfield property(ies) to be addressed and proximity to and effect on your targeted community.

Use a table

- You can use a table to provide much of the information but make sure you provide an explanation in the narrative

Site Name	Contaminants	Immediate and long term Health Issues	Proximity to target Community/Resources	Proposed End use if known
Coswell Cogs	PAHs, TCE	Cancer, nerve damage, kidney damage, reproductive issues	Residences within 500 feet, retirement home across the street, 20 yards from Kentucky River	Possible skate park pending other funding
Zippy Dry Cleaners	PCEs or Perc	Headaches, dizziness, neurological issues (memory, attention, vision)	Residences within 500 feet and school across the street, within 3 blocks of the river which is a state identified impacted waterway	Will be part of new retail development as outlined in city redevelopment plan.
Fred's Filling and Service State	Lead, PAHs, BTEX	Cancer, nerve damage, kidney damage, reproductive issues	Located with residential block of the target population, next to assisted living facility	Retail
Larry's Hardware	Lead, asbestos	Nervous system issues, blood pressure increases, reproductive issues, miscarriage, brain and kidney damage, lung scarring and cancer	Residential within a block, daycare next door, park within a block	To be determined but the property is encompassed in the city redevelopment plan.

Contamination and Population

- While you may not have proof of direct causality, you make the assumption that the contaminants are present and have typical impacts.

- You have to tell the story along with the table- do children walk past brownfields to school?

Description of Brownfields

- Summarize some of the info in the chart
- Describe other general brownfield sites, industries that may be within your target are- Along with the sites identified above we also have………..
- What are the real or perceived negative environmental impacts? Contamination, ground water, air quality issues, sprawl, impaired urban runoff, stormwater issues
- Proximity- how do your brownfields and people interact- on purpose on accidentally?

Cumulative Impacts of Brownfields

- Provide summary of other various cumulative environmental issues:
  - Power plants, incinerators, etc.
  - What other industries and activities may have been located in this area because of its past use or current state?
  - No infrastructure investment resulting in environmental issues
  - Environmental justice?

Environmental Justice

Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies.

- EPA's goal is that all communities should
  - Have the same degree of protection from environmental and health hazards.
  - Equal access to the decision-making process to have a health y environmental in which to live, learn and work.

1. Community Need

Impacts on Targeted Community

- Discuss the disproportionate impacts the brownfields have on public health and/or welfare and environment of your targeted community

- Describe health, welfare or environmental challenges in your community:

  - Cancer, cardiovascular issues, prevalence of smoking and drug use, diabetes, premature death, asthma

  - Use a chart for stats.

- If you are writing a cleanup grant you will talk about how the specific site impacts your community.

Impacts on Targeted Community

- Easily accessible health care not available
- Meth labs and drugs
- People using impacted water for food or recreation
- No greenspace for exercise contributing to obesity, diabetes, etc.
- No grocery stores so people can buy fresh, healthy food- food deserts are both urban and rural.
- Uncontrolled access to sites- places where kids break into or where nefarious activities may take place
- Educational issues
- Transportation issues

1. Community Need

Financial Need

Describe YOUR need. Most applicants fail to adequately address this.

Economic Conditions

- Describe why you need this funding and are unable to obtain other funding sources- low tax base, small population, persistent poverty, other economic issues
- Are resources being used for immediate concerns, but this is needed
- Describe how local economic conditions may have been made worse due to significant economic disruption- plant closures, natural disasters, etc.

Economic Effects of Brownfields

- Elaborate on the demographic table and discuss the key economic effects (e.g. reduced tax base, etc.)
- Describe the other economic effects associated with the brownfields (blight, property vacancy, community disinvestments, burden on municipal services, etc.) and to the extent possible include quantitative data
- Clearly site statistical data

Sample Stat Table

	Bracken	% of Total Pop	Fleming	% of Total Pop	Lewis	% of Total Pop	Mason	% of Total Pop	Robertson	% of Total Pop	United States
Total Population	8,279		13,792		14,092		16,800		2,266		281,421,906
White	8,161	98.57%	13,467	97.64%	13,933	98.87%	15,237	90.70%	2,236	98.68%	76.00%
Black	67	0.81%	249	1.81%	41	0.29%	1,059	6.30%	2	0.09%	13.00%
American Indian/Alaska Native	89	0.18%	9	0.07%	38	0.10%	38	0.27%	0	%	1.00%
Asian	0	0.00%	0	0.00%	0	0.00%	70	0.45%	11	0.49%	4.00%
Native Hawaiian/other Pacific Islander	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1.00%
Hispanic or Latino	7	0.08%	107	0.78%	54	0.38%	231	1.38%	16	0.71%	13.00%
Low Income	888	10.73%	2,539	18.41%	3,943	27.98%	2,750	16.42%	487	21.49%	13.00%
Elderly (over 65)	492	5.94%	744	5.39%	784	5.56%	1,036	6.17%	156	6.88%	13.00%
Disabled (over 5 years or age)	3,818	46.12%	58.95	42.74%	4,851	34.42%	7,560	45.00%	922	40.69%	11.00%

- <u>Assessment Coalitions Applicants</u>: Provide information on all coalition partners and their respective targeted communities.

Project Description

2. Project Description-Assessment

- Project Description
- Project Timing
- Site Selection

Project Description

1. Project Description

This is where you get to pitch your project! Describe:

- All the activities that will be conducted with the grant funds-
  - Outreach, planning, site selection, assessment, redevelopment support, etc.
  - Give a good description of all stages of the project

- How the project aligns with your overall redevelopment plans-
  - Describe your plan.
  - How are the sites you identified in community need part of that?
  - What are the plans for those sites and others? What will they be?
  - How is that larger strategy driving this grant?

2. Project Description- Assessment

2. Project Timing

- Describe how the activities will be completed in the three-year project period
- Address the timing of key project activities
  - contractor procurement
  - site selection
  - securing site access
- Discuss who will be responsible for conducting these activities

3. Site Selection

- Discuss how sites are prioritized and selected for assessment- panel of representatives, scoring rubric?
- Discuss how access to sites will be obtained

Coalition proposals should demonstrate how the grant funds will address a minimum of five sites as well as sites located in each coalition member's jurisdiction.

2. Project Description(Assessment)

- Ensure that your assessment activities will comply with ASTM, AAI standards, etc., and that quality-assurance plans (QAPPS) and health and safety plans will be developed. *EPA has good definitions and explanations of these in the FAQs for the grants.*

- Community input or engagement processes- mention here, but will detail later

- Understand [Bona Fide Prospective Purchaser](#) (BFPP) protocols

2. Project Description-(Cleanup)

Cleanup Project Description:
- Existing Conditions
- Proposed Cleanup Plan

2. Project Description-(Cleanup)

1. <u>Existing condition of the property</u>

- Extent of contamination
- Current Uses
- Buildings onsite
- Proposed redevelopment of the property
- How project aligns with community's revitalization plans

2. <u>Proposed cleanup plan</u>

- Cleanup plan and methods consistent with the **draft Analysis of Brownfield Cleanup Activities (ABCA)**
- Draft ABCA -required as an attachment

Task Description/Budget Table
(Assessment/Cleanup)

Task Description

Provide a budget table and narrative to support:

- List the tasks required to implement the project including tasks funded with this grant and any supplemental tasks as necessary

- Correlate grant-funded tasks with the Budget Table

- Provide cost estimate and basis for each grant-funded task- how did you arrive at your number?

- Identify and enumerate outputs

Cleanup Applicants: Describe only eligible cost share activities

Assessment Budget –EXAMPLE

Budget Categories	Project Tasks					
(programmatic costs only)	Program Management	Community Outreach	Phase I Assessments	Phase II Assessments	Cleanup Planning	Total
Personnel	20,000	10,000				30,000
Fringe Benefits						
Travel[1]	5,000					5,000
Equipment[2]						
Supplies						
Contractual[3]		15,000	30,000	100,000	20,000	165,000
Other (specify)						
Total	25,000	25,000	30,000	100,000	20,000	200,000

[1] Travel to brownfields-related training conferences is an acceptable use of these grant funds.
[2] EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies. Generally, equipment is not required for assessment grants.
[3] Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.

Task Description EXAMPLE - Task 1: Program Management
- **Personnel:** Community Planner - $50/hour * 400 hours = $20,000
- **Travel:** Attend 1 Regional Conference: $1,000 + Nat'l Brownfield Conference: $4,000 = $5,000

Cleanup Budget –EXAMPLE

Budget Categories	Project Tasks				
(programmatic costs only)	Program Management	State Oversight	Cleanup	Community Outreach	**Total**
Personnel	20,000			5,000	**25,000**
Fringe Benefits					
Travel[1]					
Equipment[2]					
Supplies	5,000				**5,000**
Contractual[3]		10,000	155,000	5,000	**170,000**
Other (specify) _____					
Total	**25,000**	**10,000**	**155,000**	**10,000**	**200,000**
Cost Share[4]	10,000		20,000	10,000	40,000
Total Budget	**35,000**	**20,000**	**175,000**	**20,000**	**240,000**

[1] Travel to brownfields-related training conferences is an acceptable use of these grant funds.
[2] EPA defines equipment as items that cost $5,000 or more with a useful life of more than one year. Items costing less than $5,000 are considered supplies.
[3] Applicants must comply with the procurement procedures contained in 40 CFR 31.36, or for non-profits, with 40 CFR 30.40 through 30.48.
[4] Applicants must include the cost share in the budget even if applying for a cost share waiver. If the applicant is successful and the cost share waiver is approved, it will be removed in preaward negotiations.

Cost Share

- Don't include cost share that exceeds 20% requirement. Put this in leveraging section.

2. Project Description-

Ability to Leverage

- Describe other sources of funding or resources that you **have or may be seeking** to ensure the completion of the project and long-term revitalization of your brownfields site(s).

- Attach copies of documentation for any firm leveraged resources identified.

- If you don't have sources of leveraged funding, provide a recent example where you or your project partners have successfully leveraged resources.

Cleanup Applicants
Specifically discuss the sources of funding associated with the potential revitalization of the site.

- If you provide in-kind services in the leveraging section, break them down like you would in the budget. What are they getting for $10,000 in in-kind services?
- If you can tie leveraged dollars back to a specific site listed earlier, you can detail it here.

Setting the Stage for Leveraging Resources for Brownfields

https://www.epa.gov/sites/production/files/2016-04/documents/final_leveraging_guide_document_4-19-16.pdf

Community Engagement and Partnerships

3. Community Engagement & Partnerships

Community Involvement Plan

- Describe plan for involving affected community during site selection criteria, cleanup and site reuse planning. Have you already done outreach that you can mention? How do you get input?

Cleanup Applicants: Describe plan for: addressing residents' health, safety, and disruption concerns; and, protecting sensitive populations and nearby residents.

Communicating Progress

•Describe a plan for reporting progress to the targeted community
- How will you keep the community engaged, how will they be able to provide comments?
- Why is this the best approach?
- How will feedback be incorporated into project?

3. Community Engagement & Partnerships

Partnerships with Governmental Agencies

- Describe efforts/plans to develop partnerships with:
  - local/state/tribal environmental agency which implements the brownfields program (us)
  - other relevant governmental agencies-HUD, Transportation, etc.

- Address the following:
  - — Planned and past efforts to forge partnerships
  - — Plans to enroll in State, Local, or Tribal voluntary response programs as applicable to your brownfield project and demonstrate knowledge of the program
  - — Roles of other relevant governmental partnerships, including health agencies if applicable

Better to have **actual** partnerships than a plan for partnerships.

3. Community Engagement & Partnerships

Partnerships with Community Organizations

- Describe your current efforts and plans to initiate and develop partnerships with community organizations
- Describe community organizations involved in your project and what their role is in the project. Get commitment letters.
- Commitment letters should provide a sketch of the organization and their **specific** role in & contribution to project.
- The letters should be consistent with what is contained in the proposal.
- Target schools and colleges, churches, labor groups, environmental groups, cultural interest groups, civic groups, advocacy groups, community development organizations, chambers of commerce, etc.
- Focus in this section is on community organizations NOT governmental organizations, local municipal departments, or political members.

Community Engagement

- Passive community engagement will not do for this grant.
- Active involvement and representation should be sought.
- Are you forming a brownfield committee?
- Are you involving grass roots organizations?
- Are you holding visioning sessions?
- Community meeting vs community forum

Project Benefits

4. Project Benefits

Health and/or Welfare, and Environmental Benefits

Describe:

- Health and/or welfare, and environmental benefits anticipated from this grant

- Environmental Benefits from this grant

- How these benefits will address challenges mentioned in the Community Need section.

  - Decrease direct exposure to contaminants mentioned in need section, improve water quality and potential exposure to carcinogens, improve air quality that impacts asthma, decrease the number of attractive nuisance properties, decrease crime, improve access to food and veg through neighborhood gardens

Environmental Benefits from Infrastructure Reuse/Sustainable Reuse

Policy, Planning and Other Tools

- Describe how your community or organization's policies, ordinances, planning or other tools encourage sustainable redevelopment? (think sustaining jobs, protecting resources and public health, and strengthening quality of life.)

Integrating Equitable Development and Livability Principles

- Describe how your community or organization is using planning, policies, ordinances or other tools and provide examples.

- Describe your approach to integrate equitable development practices **or** livability principles.

(www.sustainablecommuities.gov)

- Provide transportation choices
- Provide equitable/affordable housing
- Increase economic competitiveness
- Support existing communities
- Leverage federal investment
- Reuse infrastructure
- Reduce toxicity
- Improve access to greenspace and recreational areas
- Improve access to healthy food
- Improve air and water quality
- Provide greener, healthier homes, buildings and schools

4. Project Benefits

<u>Economic or Community Benefits</u>

Describe:

- The economic OR non-economic (environmental and public use) benefits anticipated from this grant:
  - Employment, increase in tax base, increased investment
  - Recreation areas, environmental buffers, nonprofit and governmental uses of properties, health centers
- How these benefits will address challenges mentioned in the Community Need section.
- Any planned efforts to promote local hiring and procurement or to link members of the community to potential employment opportunities.
- If there is space, do both.

Useful Tips

- Associate the project benefits with needs of the community and the community's vision for revitalization.

- Be as specific as possible when describing anticipated benefits. Quantify economic benefits.

- Find out if there are Brownfields job training grantees or workforce development programs in your area.

Useful Tips (cont'd)

Carry themes from beginning to end of the proposal!

- Discuss benefits expected from targeting resources towards addressing any themes/target areas/community issues identified in the Community Need and Financial Need sections.

Target Area	Redevelopment Benefits
Salvage Yard/ Factory	Waste/junk materials will be removed and recycled as applicable. Hazardous building materials (e.g. asbestos and lead-based paint) will be identified and abated, and buildings will be demolished. Underground storage tanks will be removed. Soil and groundwater contamination will be identified and cleanup begun to address potential vapor intrusion, inhalation, and direct contact concerns for area Hispanic residents. The sites will be redeveloped with low income housing and trails that connect to the Pretty Postcard Trail. Potentially contaminated storm water will be eliminated, protecting nearby Crummy Creek.
Former Township Dump	Waste materials will be removed and impacted soil will be identified and removed or capped to prevent future direct contact or particulate inhalation exposures. The site will be redeveloped with a community center and trails that connect to the Scenic Park and Historically Significant Trail. Potentially contaminated storm water will be eliminated, protecting the Smelly River.
Downtown Dry Cleaners	The full extent of the chlorinated solvent contaminated groundwater will be determined. If needed, groundwater cleanup will begin, and additional vapor extraction or barrier systems will be installed in area buildings, protecting residents and visitor from inhalation exposures. Downtown buildings then can safely be converted to mixed-use commercial / residential use.
Downtown Gas Stations	Underground storage tanks will be removed. Impacted soil will be identified and removed, and potentially impacted groundwater will be remediated to prevent future inhalation and vapor intrusion concerns. The sites will be redeveloped with mixed use development.

Programmatic Capability/
Past Performance

5. Programmatic Capability/ Past Performance

Programmatic Capability

- Demonstrate ability to manage grant and oversee the proposed work
- How will your organizational structure be used to ensure timely and successful expenditure of funds
- Demonstrate sufficient personnel resources and capability to complete the project in a timely manner
- Who are your key staff, their expertise and qualifications
- How will you acquire additional expertise if needed (consultant)

Audit Findings

- Address adverse audit findings
  - If you have had problems in the past how have they been addressed
  - Applicant must state that there is no adverse audit in proposal

5. Programmatic Capability/ Past Performance

<u>Past Performance & Accomplishments</u>

Three categories from which to choose:

Applicants who are past/present Brownfields grantees

– OR –

Applicants who are not past/present Brownfields grantees but have received other federal/non-federal assistance agreements

– OR –

Applicants who have <u>never received</u> federal or non-federal assistance agreements

5. Programmatic Capability/ Past Performance

Past Performance & Accomplishments

- Past/present Brownfields (Assessment, Cleanup, RLF, 128(a)) grantees describe:
  - Past grant(s) management & performance
  - Funding expenditure
  - Compliance
  - Accomplishments
  - Corrective action for past grant management issue

5. Programmatic Capability/ Past Performance

- Applicants who are not past/present Brownfields grantees describe:
  - Grant Management & Performance
    - Federal, State, Foundations (current/recent)
    - Projects similar in scope and no more than five
    - Purpose & Accomplishments
    - Compliance
    - Corrective action for past grant management issue

5. Programmatic Capability/ Past Performance

Past Performance & Accomplishments

- Applicants who have never received federal or non-federal assistance agreements

  - Must affirm that your organization has never received any type of federal or non-federal assistance agreements

  - Will receive a neutral score

Respond to the correct *Past Performance & Accomplishments* criterion

http://www.epa.gov/brownfields/pdfs/2015-BF-fed-guide-7-8-15a.pdf

Remember

- This grant has a good checklist
- You have an other factors checklist that you have to address. This can make a difference in close funding decisions.
- Don't wait until the last day to submit if at all possible.
- E-mail a courtesy copy of the application to the region.

KY Brownfield Redevelopment Program

Grants and Community Funding:

Amanda LeFevre (502-782-6398) or Herb Petitjean (502-782-6432)

envhelp@ky.gov

Technical Assistance

Jim Kirby

502-782-6679

Questions???